

ETID

ELECTRONIC TURN IN DOCUMENT

DRMO PROCESSES

MANAGING ETID

SEPTEMBER 2005

SIMPLIFYING THE TURN IN PROCESS

OBJECTIVES

- BUSINESS RULES
- PROCESSING AN ETID
 - * REVIEWING
 - * ACCEPTING
 - * REJECTING
 - * REDIRECTING
 - * PROCESSING AN ETID FROM PMR TO DAISY

BUSINESS RULES

- USE FOR PHYSICAL TURN-IN OR RECEIPT IN PLACE
- ACCESS ETID DAILY
- REVIEW ALL 'PENDING' ETIDs

FEEDBACK
TO
GENERATOR

IDENTIFY
POTENTIAL
PROBLEMS

PROJECT
INCOMING
WORKLOAD


IDENTIFY
REDIRECT
POSSIBILITIES

- REVIEW: ACCEPT - REJECT - REDIRECT
- USE REDIRECT ONLY AFTER PRIOR COORDINATION
- USE ETID/EMAIL/PHONE TO COORDINATE TURN-IN WITH GENERATOR

BUSINESS RULES

- **ACCEPTANCE OF AN ETID WRITES THE RECORD IN PMR**
 - * **PROPERTY THAT MEETS INTRANSIT CONTROL SYSTEM CRITERIA AUTOMATICALLY ENTERED INTO ICS**
- **ONCE APPROVED, AN ETID CANNOT BE EDITED**
 - * **CHANGES CAN BE MADE DURING RECEIPT INTO DAISY**
- **ONCE APPROVED, AN EDIT CANNOT BE REJECTED**
 - * **REJECT APPROVED ETIDS - FORM 917 & CLR RECEIPT REFUSAL**
 - * **NECESSARY TO CLEAR INTRANSIT CONTROL SYSTEM**
- **UPON RECEIPT, SCAN BARCODE AND INPUT INTO DAISY**
 - * **FIELDS WILL PRE POPULATE DAISY**
- **FOR USABLE NOW**
 - * **HAZARDOUS PROPERTY NEAR RELEASE, SCRAP TBD**

ETID – LOGGING IN



DRMS ETID

[DRMS Home Page](#)

VERSION 4.0.3
DRMS [Notice](#)

[Last Version Changes](#) [Help/Experiencing Problems](#) [FAQs](#)

Current ETID Users

ETID Generator Login

Click here to *create* turn-in documents.

ETID DRMO Login

Click here to *approve* turn-in documents.

New ETID Users

Account Request

*NOTE: <Account Request> for generators only. DRMO personnel please use AURA to request access.

Check Request Status


Click here to check the status of your completed ETID access request, to finish a request you started but did not submit, or data owner




**DRMO USERS OBTAIN
ACCESS THROUGH
THE AURA SYSTEM**

LOGGING IN

NOTE: Every Screen Has Help Pages

ETID
ETID - Login

 [Help](#)

	User Id: <input type="text"/>
	Password: <input type="password"/>
	<input type="button" value="Login"/> <input type="button" value="Change Password"/>

[Back to ETID Home Page](#)

**TYPE IN YOUR USER ID
AND PASSWORD
PROVIDED BY YOUR
TASO**

ETID STATUS SCREEN

ETID - Usable (Non-Hazardous) Property Status



MAIN MENU

Main Menu

Select ETID Type: Usable (Non-Hazardous)

DRMO Location: HAWAII (SH510C)

Log Out

FILTERS

Filter ETID List

By DTID: Exactly as

By Status: Pending

By Date: Beginning Date: 07/04/2005

Ending Date: 08/03/2005

By DoDAAC: All DoDAACs

Sort By: Change Date - Newest

Refresh

LISTING

Select for Action	DTID	NSN	Qty	Description	Last Change Date	Status
<input type="checkbox"/>	FB4835 - 5215 - 0066	2320- 009260873	1	TRUCK,CARGO	08/03/2005 13:42 PM	PENDING
<input checked="" type="radio"/>	Selected from Above					
<input type="radio"/>	Select All on Page					
(1 - 1 of 1)						

ACTIONS

Actions


Review Selected ETID's

Print Selected ETID's

ETID STATUS SCREEN

IF YOU HAVE
ACCESS TO
MORE THAN 1
DRMO, THIS
WILL BE A
DROP DOWN

Main Menu

Select ETID Type: Usable (Non-Hazardous) 


DRMO Location: HAWAII (SH510C)


Log Out

SELECT ETID TYPE:


- USABLE
- HAZARDOUS


Filter ETID List

By DTID: Exactly as 

By Status: Pending 

By Date: Beginning Date: 07/04/2005
Ending Date: 08/03/2005

By DoDAAC: All DoDAACs 

Sort By: Change Date - Newest 

Refresh

FILTER OPTIONS:

- By DTID
- By Status
 - * Pending
 - * Approved
 - * Rejected
- By Date
- By DoDAAC
- List oldest or newest

CLICK ON THE REFRESH BUTTON FOR THE
SYSTEM TO SORT THE DATA AND LIST ETIDS

VIEWING ETIDs

Main Menu

Select ETID Type:

DRMO Location:

2 OPTIONS:

- **VIEW ONE ETID**
- **VIEW SEVERAL
SELECTED
ETIDS**

Filter ETID List

By DTID:

By Status:

By Date: Beginning Date:
Ending Date:

By DoDAAC:

Sort By:

Select for Action	DTID	NSN	Qty	Description	Last Change Date	Status
<input checked="" type="checkbox"/>	FB4835 - 5222 - F001	1560- 011601191	2	PLATE,STRUCTURAL,AI	08/10/2005 10:42 AM	PENDING
<input checked="" type="checkbox"/>	FB4835 - 5220 - 0055	5990- 00RADIO	2	CD RADIO	08/08/2005 10:14 AM	PENDING
<input checked="" type="checkbox"/>	FB4835 - 5200 - 0100	1005- 007266131	1	BARREL,MACHINE GUN	08/08/2005 08:53 AM	PENDING
<input checked="" type="checkbox"/>	FB4835 - 5217 - 9988	2320- 009260873	3	TRUCK,CARGO	08/05/2005 08:42 AM	PENDING
<input checked="" type="checkbox"/>	FB4835 - 5216 - 0005	5999- 012982957	2	CIRCUIT CARD ASSEMB		
<input type="radio"/>	Selected from Above					
<input type="radio"/>	Select All on Page					

TO VIEW ONE ETID:

- **DOUBLE CLICK ON
DTID**

REVIEW ONE ETID - CONT.

Usable (Non-Hazardous) ETID - View

Point of Contact:

Name: Greene, Jeffrey

DSN Phone: 681-2437

Commer

Item Description:

DTID: FB4835 - 5215 - 0066

Sto

Quantity: 1

Unit Price: 56832.00

Unit Weight: 9999.9

Unit Cube:

Unit of Issue: EA - Each

Supply Condition: F - Unserviceable - repairable

Demilitarization: Q - Commerce Control List

Precious Metals: U - Unknown

Reclamation: No

Disposal Authority: M - Inventory Manager

1348 Comment Line 1: Vin # 5363721906

1348 Comment Line 2: Fluids all drained

1348 Comment Line 3:

1348 Comment Line 4:

ETID Status: PENDING

Hazardous NIIN Override Reason: All fluids have been drained

OPTIONS:

1. **REVIEW ONE ETID**

2. REVIEW SELECTED
ETIDS

Total Price: 56,832.00

Total Weight: 9,999.9

Total Cube:

Item Nomenclature: TRUCK,CARGO

Shelf Life: 0 - Non-deteriorative

Shelf Life Ext. Date:

Security/Pilferage Classification: U - Unclassified

ADPE ID:

Processing DRMO: HAWAII (SH510C)

**TO REVIEW AN ETID:
CLICK ON REVIEW**

Back

Review

Print

REVIEW MULTIPLE ETIDS

OPTIONS:

- REVIEW ONE ETID
- REVIEW SELECTED ETIDS

Filter ETID List

By DTID:

By Status:

By Date: Beginning Date: Ending Date:

By DoDAAC:

Sort By:

Select for Action	DTID	NSN	Qty	Description	Last Change Date	Status
<input checked="" type="checkbox"/>	FB4835 - 5222 - F001	1560- 011601191	2	PLATE,STRUCTURAL,AI	08/10/2005 10:42 AM	PENDING
<input checked="" type="checkbox"/>	FB4835 - 5220 - 0055	5990- 00RADIO	2	CD RADIO	08/08/2005 10:14 AM	PENDING
<input checked="" type="checkbox"/>	FB4835 - 5200 - 0100	1005- 007266131	1	BARREL,MACHINE GUN	08/08/2005 08:53 AM	PENDING
<input checked="" type="checkbox"/>	FB4835 - 5217 - 9988	2320- 009260873	3	TRUCK,CARGO	08/05/2005 08:42 AM	PENDING
<input checked="" type="checkbox"/>	FB4835 - 5216 - 0005	5999- 012982957	2	CIRCUIT CARD ASSEMB	08/04/2005 15:03 PM	PENDING

☒ Selected from Above

☐ Select All on Page

Actions

- SELECT ETIDS TO BE REVIEWED
- CLICK ON REVIEW SELECTED ETIDS

REVIEW MULTIPLE ETIDS

DRMO Review Pending

Currently Viewing record 1 out of 3 selected for review that are still in pending status.

[Back To Status Page](#)

[Next Item](#)

Point of Contact:

Name: Greene, Jeffrey

Email: jeffrey.greene@dla.mil

DSN Phone: 681-2437

Commercial Phone: 505-784-2437

Item Description:

DTID: FB4835 - 5222 - F001

Stock Number: 1560- 011601191

Quantity: 2

Hazardous: No

Unit Price: 100.00

Total Price: 200.00

Unit Weight:

Total Weight:

Unit Cube:

Total Cube:

Unit of Issue: EA - Each

Item Nomenclature: PLATE,STRUCTURAL

Supply Condition: B - Serviceable w/qualifications

Shelf Life: 0 - Non-deteriorative

Demilitarization: B - MLI, DEMIL Not Required

Shelf Life Ext. Date:

Precious Metals: U - Unknown

Security/Pilferage Classification: U - Unclassified

Reclamation: No

ADPE ID:

Disposal Authority: N - Not reportable

Processing DRMO: SH510C HAWAII

1348 Comment Line 1:

1348 Comment Line 2:

1348 Comment Line 3:

1348 Comment Line 4:

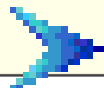
Status Code: PENDING

OPTIONS:

1. REVIEW ONE ETID
2. REVIEW SELECTED ETIDS

AT TOP OF SCREEN IT STATES WHICH ETID YOU ARE CURRENTLY REVIEWING

SELECT DESIRED ACTION



[Accept](#)

[Reject](#)

[Redirect](#)

ACCEPT ETID

DRMO Review Pending

Currently Viewing record 1 out of 1 selected for review that are still in pending status.

[Back To Status Page](#)

POC INFORMATION

Point of Contact:

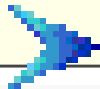
Name: Greene, Jeffrey
DSN Phone: 681-2437

Email: jeffrey.greene@dla.mil
Commercial Phone: 505-784-2437

Item Description:

DTID: FB4835 - 5222 - F001	Stock Number: 1560- 011601191
Quantity: 2	Hazardous: No
Unit Price: 100.00	Total Price: 200.00
Unit Weight:	Total Weight:
Unit Cube:	Total Cube:
Unit of Issue: EA - Each	Item Nomenclature: PLATE,STRUCTURAL,AI
Supply Condition: B - Serviceable w/qualifications	Shelf Life: 0 - Non-deteriorative
Demilitarization: B - MLI, DEMIL Not Required	Shelf Life Ext. Date:
Precious Metals: U - Unknown	Security/Pilferage Classification: U - Unclassified
Reclamation: No	ADPE ID:
Disposal Authority: N - Not reportable	Processing DRMO: SH510C HAWAII
1348 Comment Line 1:	
1348 Comment Line 2:	
1348 Comment Line 3:	
1348 Comment Line 4:	
Status Code: PENDING	

NOTICE STATUS CODE



[Accept](#)

[Reject](#)

[Redirect](#)

ACCEPTING AN
ETID SENDS THE
INFORMATION
TO THE PMR
AND
INTRANSIT
CONTROL

CONFIRM ACCEPT ETID

ETID REQUIRES
YOU TO
CONFIRM YOUR
DECISION
TO ACCEPT

ETID - DRMO Confirm Accept

STATUS WILL
CHANGE ON
GENERATORS
SCREEN

, Jeffrey
37

Email: jeffrey.gree

Commercial Phone: 505-784-2437

5-5222- F001

Stock Number: 1560- 011601191

Quantity: 2

Hazardous: No

Unit Price: 100.00

Total Price: 200.00

Unit Weight:

Total Weight:

Unit Cube:

Total Cube:

Unit of Issue: EA - Each

Item Nomenclature: PLATE,STRUCTURAL,AI

Supply Condition: B - Serviceable w/qualifications

Shelf Life: 0 - Non-deteriorative

Demilitarization: B - MLI, DEMIL Not Required

Shelf Life Ext. Date:

Precious Metals: U - Unknown

Security/Evaluation: Unclassified

Reclamation: No

Disposal Authority: N - Not reportable

1348 Comment Line 1:

1348 Comment Line 2:

1348 Comment Line 3:

1348 Comment Line 4:

Status Code: APPROVED

Accepting an ETID
Changes The Status
From 'Pending' To
'Approved'

Cancel and Return to Record

Accept ETID



REJECT ETID

DRMO Review Pending



**PROBLEM
WITH INFORMATION?**

**CAN'T ACCEPT TYPE OF
PROPERTY?**

Currently Viewing record 1 out of 1 selected

Point of Contact:

Name: Greene, Jeffrey
DSN Phone: 681-2437

Email: jeffrey.greene@dla.mil
Commercial Phone: 505-784-2437

Item Description:

DTID: FB4835 - 5222 - F001	Stock Number: 1560- 011601191
Quantity: 2	Hazardous: No
Unit Price: 100.00	Total Price: 200.00
Unit Weight:	Total Weight:
Unit Cube:	Total Cube:
Unit of Issue: EA - Each	Item Nomenclature: PLATE,STRUCTURAL,AL
Supply Condition: B - Serviceable w/qualifications	Shelf Life: 0 - Non-deteriorative
Demilitarization: B - MLI, DEMIL Not Required	Shelf Life Ext. Date:
Precious Metals: U - Unknown	Security/Pilferage Classification: U - Unclassified
Reclamation: No	ADPE ID:
Disposal Authority: N - Not reportable	Processing DRMO: SH510C HAWAII
1348 Comment Line 1:	
1348 Comment Line 2:	
1348 Comment Line 3:	
1348 Comment Line 4:	
Status Code: PENDING	

REVIEW OPTIONS:

1. ACCEPT
2. **REJECT**
3. REDIRECT

Accept

Reject

Redirect

REJECT ETID

**Changes The Status
From 'Pending'
To 'Rejected'**

Point of Contact:

Email: jeffrey.greene@dla.mil

Commercial Phone: 505-784-2437

Stock Number: 1560- 011601191

Hazardous: No

Total Price: 200.00

Total Weight:

Total Cube:

Item Nomenclature: PLATE,STR

Shelf Life: 0 - Non-dete

Shelf Life Ext. Date:

Security/Pilferage Classification: U - Unclass

ADPE ID:

Processing DRMO: GUF400-116

Unit of Issue: EA - Each
Supply Condition: B - Serviceable w/qualifications
Demilitarization: B - MLI, DEMIL Not Required
Precious Metals: U - Unknown
Reclamation: No
Disposal Authority: N - Not available

Reject Reasons

Select One or More:



- ☐ Property is not the responsibility of the DRMO (DoD 4160.21-M) (see narrative)
- ☐ LSN property - Incorrect Demil Code
- ☐ Shelf Life Property Incorrectly Identified or Missing the Expiration Date
- ☐ Hazardous Property - Ineligible for ETID
- ☐ Other (see narrative)

Enter Reason for Reject:



Cancel and Return to Record

Send back to Generator

- REVIEW DATA ON ETID
- CLICK ON REASON FOR REJECTION
- TYPE IN ANY ADDITIONAL INFORMATION
- CLICK ON: SEND BACK TO GENERATOR

REJECTING ETIDS

- CANNOT REJECT AN ETID AFTER IT HAS BEEN APPROVED
 - * MANUAL CHANGES CAN BE MADE DURING RECEIPT INTO DAISY
- IF AN ETID HAS ALREADY BEEN APPROVED, BUT MUST BE REJECTED:
 - * USE DRMS FORM 917, DISPOSAL DOCUMENT REJECT FORM AND PROCESS CLR TRANSACTION (RECEIPT REFUSAL) TO CLEAR THE INTRANSIT CONTROL SYSTEM

**CAUTION: ETIDS APPROVED,
BUT NEVER TURNED-IN WILL CAUSE
INTRANSIT MISMATCHES**

REDIRECT ETID

DRMO Review Pending

SHOULD PROPERTY GO TO
ANOTHER DRMO
(I.E., DEMIL CENTER)?

are still in pending status.

[Back To Status Page](#)

OPTIONS:

1. ACCEPT
2. REJECT
3. REDIRECT

Point of Contact:

Name: Greene, Jeffrey
DSN Phone: 681-2437

Email: jeffrey.greene@dla.r
Commercial Phone: 505-784-2437

Item Description:

DTID: FB4835 - 5222 - F001	Stock Number: 1560- 011601191
Quantity: 2	Hazardous: No
Unit Price: 100.00	Total Price: 200.00
Unit Weight:	Total Weight:
Unit Cube:	Total Cube:
Unit of Issue: EA - Each	Item Nomenclature: PLATE,STRUCTURAL,Al
Supply Condition: B - Serviceable w/qualifications	Shelf Life: 0 - Non-deteriorative
Demilitarization: B - MLI, DEMIL Not Required	Shelf Life Ext. Date:
Precious Metals: U - Unknown	Security/Pilferage Classification: U - Unclassified
Reclamation: No	ADPE ID:
Disposal Authority: N - Not reportable	Processing DRMO: SH510C HAWAII
1348 Comment Line 1:	
1348 Comment Line 2:	
1348 Comment Line 3:	
1348 Comment Line 4:	
Status Code: PENDING	

Changes The Status
From 'Pending'
To 'Redirect Pending'

[Accept](#)

[Reject](#)

[Redirect](#)

REDIRECT ETID

ETID - DRMO Confirm Redirect

Point of Contact:

Name: Greene, Jeffrey

Email: jeffrey.greene@hhs.gov

DSN Phone: 681-2437

Commercial Phone: 505-784-2437

Item Description:

DTID: FB4835- 5222- F001

Stock Number: 1560- 0116

Quantity: 2

Hazardous: No

Unit Price: 100.00

Total Price: 200.00

Unit Weight:

Total Weight:

Unit Cube:

Total Cube:

Unit of Issue: EA - Each

Item Nomenclature: PLATE,STF

Supply Condition: B - Serviceable w/qualifications

Shelf Life: 0 - Non-deteriorative

Demilitarization: B - MLI, DEMIL Not Required

Shelf Life Ext. Date:

Precious Metals: U - Unknown

Security/Pilferage Classification: UNCLASSIFIED

Reclamation: No

ADPE ID:

Disposal Authority: N - Not reportable

Processing DRMO:

Redirect Information

Enter new Processing DRMO DoDAAC:

[\(click here to view list of DRMOs\)](#)

Enter Reason for Redirect:

Cancel and Return to Record

Send to new DRMO

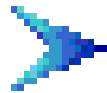
1. REVIEW DATA
2. TYPE IN NEW DRMO DODAAC
3. ENTER REASON FOR REDIRECT
4. CLICK ON SEND TO NEW DRMO

USE THE REDIRECT FEATURE ONLY IN COORDINATION WITH GENERATOR AND RECEIVING DRMO.

THE GENERATOR NEEDS TO BE WILLING TO SHIP TO REDIRECTED DRMO.

PROCESSING AN ETID INTO DAISY

[udom11m] ACCELL/SQL DRMO DAISY Menu Item 1 of 8



1. WAREHOUSING MENU

2. RTD MENU

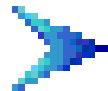
3. HAZARDOUS MENU

4. MARKETING MENU

[udwa70go]

ACCELL/SQL
WAREHOUSING MENU

Menu Item 1 of 7



1. RECEIPT FUNCTIONS

2. PRE-RECEIPT FUNCTIONS

3. INVENTORY MAINTENANCE FUNCTIONS

4. STORAGE FUNCTIONS

5. SPECIAL FUNCTIONS

6. RESI B FUNCTIONS

7. RESI I FUNCTIONS

- Selecti
To see mo
F1-Prev M

AFTER
ETID APPROVAL
AND TURN-IN

• LOGON TO DAISY
• WAREHOUSING MENU
• RECEIPT FUNCTIONS

- Selection:
To see more function key labels, press the function key labeled 'More Key'
F1-Prv Form | F2-Nxt Form | F3-Prv Rec | F4-Nxt Rec | F5-Item Help | F10-More Key

ady ssh2: AES-128 22, 15 24 Rows, 80 Cols VT100 NUM

PROCESSING AN ETID INTO DAISY

```

replace not stored      update      record 1 of 1
UDWA70.020              RECEIPT SELECTION      01/03/03
EIN s9d3181  PLR: SVQA : DRMO CRANE            15:06

DDDDDDJ
DD DD
DD DD
DD ADDAAA
DDDDDDJ AA
AAAAAAA
AA AA
AA IIAA
II
LSIISS
S II
LSIIS YY
YYS YY
SSSSSJYY

1. USABLE RECEIPTS
2. SCRAP RECEIPTS
3. DOWNGRADES UPON RECEIPT
4. UPGRADE FROM SCRAP
5. DRMO BATCH LOTS- USABLE
6. DRMO BATCH LOTS- DOWNGRADE
7. SUBDIVIDES UPON RECEIPT
8. RECEIPT REFUSALS

<F1> EXIT

SELECTION: 0 :
  
```

- SELECT RECEIPT TYPE
- SCAN or ENTER DTID
- FIELDS PRE-POPULATE FROM PMR
- ENTER ADDITIONAL DATA

```

replace not stored      update      record 1 of 1
udwa7020.088            USABLE RECEIPTS      01/03/03
EIN s9d3181  PLR: SVQA : GENERATOR:          15:06
  
```

ENTER RECEIPT
F1-Prv Form

DTID_NBR		STOCK ID		DT_REC	S/P	HM/HW	REIMB
*** BASIC RECEIPT ***							
SWUC: :				SALD: :			
FIIG CD	DAC	FCC	PMIC	SHLF	PIL/SEN	HAZ /CHLG	SAIC
ADPE	DML	INT					
QTY UI		ITEM NAME				UNIT PRICE	
DEMIL	CHLG	PERF	SHC	MSC	ACTN ACCT	UDJC	DUP
MGT_CD		DESC N					
DRMO CRANE		PRELOT:		: SITE:		: LOCATION:	

ENTER GENERATOR DoDAAC OR CTRL Y TO CLEAR OR <CR> WHEN CLEAR TO CREATE UCN.
F1-Prv Form F2-Nxt Form F3-Prv Rec F4-Nxt Rec F5-Fld Help F10-More Key

eady

ssh2: AES-128 6, 5 24 Rows, 80 Cols VT100 NUM

ETID and Intransit Control System (ICS)

- The ICS is a DoD tracking system for property designated for disposal by DRMS.
- ETID was designed to improve compliance with the ICS requirements.
 - * Property that meets ICS criteria is automatically entered for the generator
- Approved ETIDs that are never turned in can cause ICS mismatches
- Batching property subject to ICS tracking will cause mismatches

Follow up on approved ETIDs that are never received

Process Receipt Refusal for property subject to ICS tracking that will not be turned in